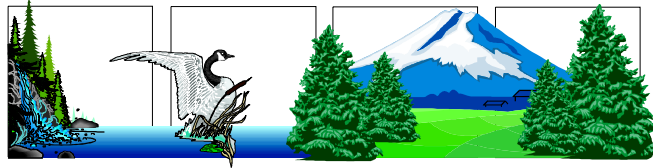


Habitat Permit Submittal Checklist



The purpose of this handout is to assist applicants to provide all required information for a complete application.

The Habitat Permit Application packet includes the following:

- ☐ Habitat Permit Application form
- ☐ Habitat Permit Submittal Checklist
- ☐ Frequently Asked Questions on the Habitat Conservation Ordinance
- ☐ Stewardship Plan Information Handout
- ☐ Endangered Species Act information letter
- ☐ Various current state and federal publications

Checklist of minimum submittal requirements of a complete application:

- ☐ 1 completed copy of the Habitat Permit Application form, signed by the property owner of record or authorized person.
- ☐ 1 copy of a Site Plan (see sample)

Following are tips to assist applicants in completing their Habitat Permit application submittal. A complete application will reduce processing delays.

1. Include property serial number(s) on all applications. Do not leave any blank spaces on the form.
2. Make sure appropriate signature(s) appear where required on all forms.

Site Plan Requirements

The Site Plan does not have to be professionally prepared, but it should clearly and accurately illustrate the following:

- ☐ Be drawn to a scale in feet, e.g. 1 inch = 100 feet.
- ☐ An arrow indicating the direction North.
- ☐ Location and dimensions (length) of all property lines enclosing the legal lot.
- ☐ Location and names of adjacent street or roads.
- ☐ Location and use of all existing buildings / structures. Include dimensions (distance) from such structures to the nearest property lines, other structures, wells, septic fields or other utilities.
- ☐ Location of proposed structures, driveways and turnarounds, wells, septic fields or other utilities. Include distance dimensions to the nearest property lines or any other existing feature noted above.
- ☐ Locate existing natural features such as streams, ponds, known wetlands, steep slopes and the general pattern of forested and cultivated areas. Include measurements from these natural features to existing and proposed items noted above.
- ☐ Locate existing and proposed yard areas to be maintained in lawn.
- ☐ Locate the areas where existing vegetation is to be removed.

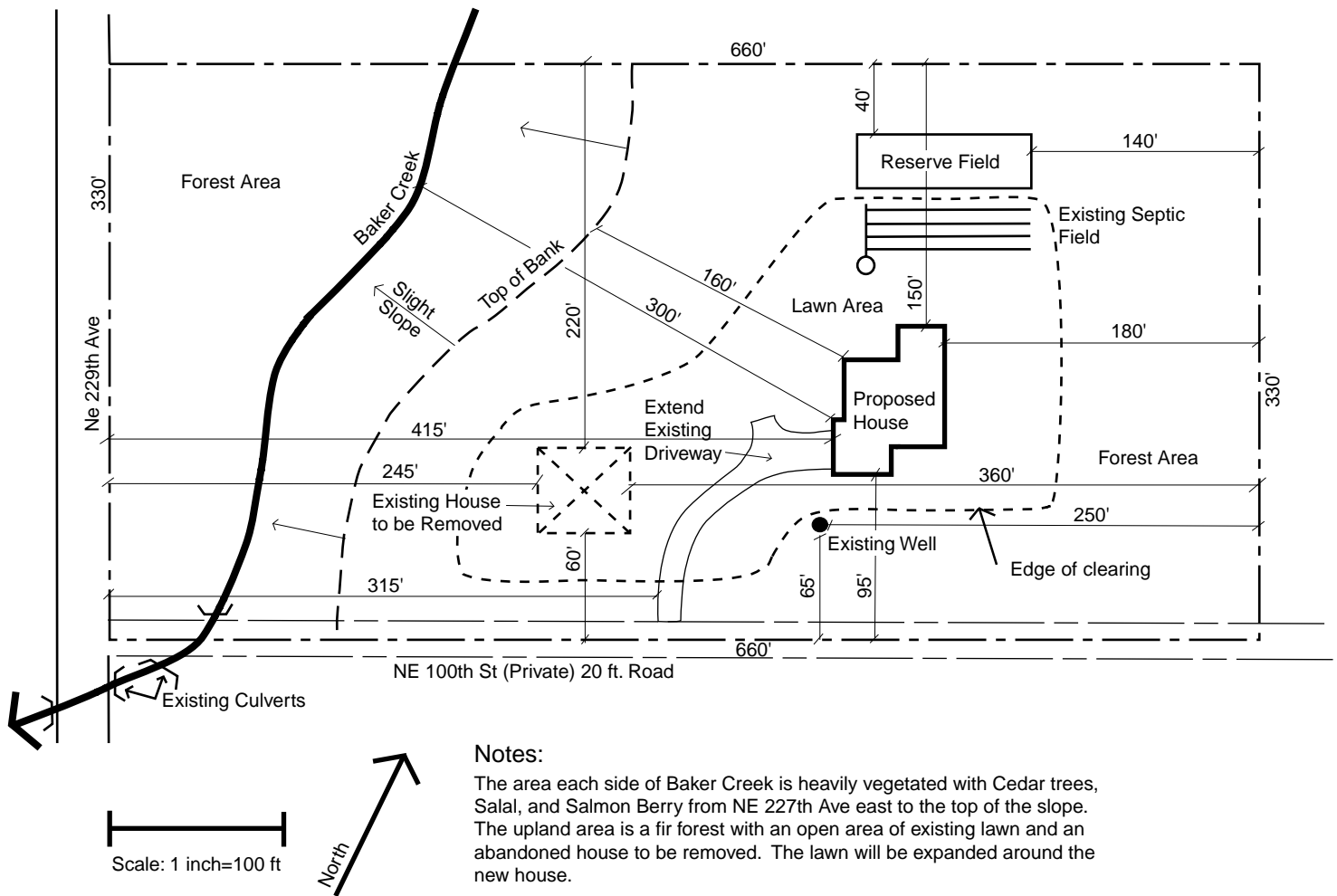
Note:

This handout is not a substitute for county code. Before beginning any land use activity within a defined habitat area, please refer to CCC 40.440 for specifics or consult with the county Habitat Biologist.



Habitat Permit Submittal Checklist

Sample Site Plan



DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (___ Infill)
- ☐ Subdivision (___ Infill)

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change